



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

☐

Update

☐

Formal Review

Date Submitted _____

SECTION I - Identification

**Working Title: Real Estate Services
Right of Way Agent I**

Department: Transportation

Job Code Number: 131973

**Division & Bureau: Engineering
Right of Way Bureau**

Job Code Title: Right of Way Technician

Section & Unit: Real Estate Services

Pay Band: 3

**Work Address: 2701 Prospect Avenue
PO Box 201001
Helena, MT 59620-1001**

Position Number: 60004, 60021, 60036, 60041

Phone: 444-6071

☐

FLSA Exempt

☐

FLSA Non-Exempt

☐

Non-Union

☒

MPEA

☐

Blue Collar

Profile Completed By: Rob Stapley

Work Phone: 444-6063

Work Unit Mission Statement or Functional Description:

The Montana Department of Transportation's (MDT) mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Engineering Division prepares projects for bidding and coordinates highway construction. The Division is made up of the Materials, Construction, Right of Way, Bridge, Traffic and Safety, Consultant Design, and Highways bureaus; the Engineering Information section; and five District Construction Offices in Missoula, Butte, Great Falls, Glendive, and Billings for budget and workforce purposes.

The Right of Way Bureau acquires land for transportation projects and administrative needs. It also provides assistance and payments to individuals and businesses relocated by highways; designs the right of way; and arranges for relocating utilities that conflict with highway construction.

The Real Estate Services Section is responsible for administering the MDT's Property Management Program on a statewide basis to ensure Department compliance with policy and statutes; managing the Land Records Management Program; and overseeing collection and maintenance of land acquisition and disposition statistics.

Describe the Job's Overall Purpose:

This position serves as a Right of Way Agent in the Real Estate Services Section (RESS) for the MDT Right of Way (ROW) Bureau. The job's overall purpose is the managing and sale of the Department's excess land. It also includes performing appraisals, negotiations, relocations, and other duties as assigned to assist in the management of the Department's property. The position reports to the Section Supervisor.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

A. PROPERTY MANAGEMENT SUPPORT

80%

1. Researches, collects and interprets ownership information, highway plans and other pertinent documents to identify MDT's real estate ownership on a statewide basis. Receives and responds to public service requests assigned through the RESS Supervisor and senior right of way agents.
2. Assists with the processing of private sales of surplus real estate, including sale terms and conditions and other requirements.
3. Supports senior agents with property closing transactions; preparing documents, making sure they are properly signed, notarized and recorded in appropriate county and distributed to the transaction parties, collects and deposits funds through the Accounting Bureau and updates files accordingly.
4. Assists senior agents with compiling, drafting, and disseminating a variety of reports, notices, correspondence, project lists, and other documents to provide accurate timely information. Coordinates review and revision cycles with appropriate staff.
5. Supports senior agents with establishing and maintaining electronic and manual records systems to ensure the availability of essential program data. This involves establishing new databases or files, maintaining records with current information, and accessing and providing records as requested. Coordinates records retention and disposal procedures to ensure compliance with applicable requirements.
6. Contacts landowners, appraisers, district staff, headquarters staff, and others to ensure smooth communication channels, as directed. This involves receiving and routing incoming calls and visitors, providing routine contact and follow-up with staff, and tracking important contacts to ensure responsiveness.
7. Provides administrative support to senior right of way agents to assist with office and field activities while becoming familiar with processes, resources and the requirements of the property management functions.
8. Assists senior agents with processing leases, use permits, and rental agreements on MDT owned properties. This includes researching ownership, preparing documents, obtaining

approvals from various sections, doing site inspections, hosting open houses, dealing with utility companies and tenants.

B. APPRAISAL SUPPORT

15%

1. Researches and examines property title information and ownership data to compile information about land titles, land classifications, and soil classifications. Reviews building and site improvement information, including sanitation regulations, zoning, planning, irrigation rights, covenants and deed restrictions, traffic flow and access control, and other issues for review by the supervisor and/or senior right of way staff.
2. Participates in discussions with engineering personnel regarding engineering details of proposed highway projects to identify engineering factors, clarify project scope, and ensure that relevant information is incorporated into right-of-way studies.
3. Obtains routine construction cost estimates from private contractors and others for use in appraisals. This includes examining preliminary engineering cost estimates and new issues (e.g., replacing trees, fencing, etc.) referred by appraisers, engineers, managers, and other agents to account for total project costs.
4. Coordinates with appraisers to provide logistical support and field services throughout the course of appraisals. This includes researching and compiling specific items (e.g., soil classifications, project data, etc.), assisting with routine landowner contacts, scheduling meetings, and related support services.
5. Participates in conferences with appraisers, review appraisers, and others to assess the impact of right of way plans on various properties and land managers.

C. OTHER DUTIES

5%

Perform a variety of other duties as assigned by the Section Supervisor and/or the Bureau Chief in support of the MDT mission and Division objectives. This includes exchanging information with consultants, agency staff, and the public; providing training, education, and professional and technical assistance; directing special projects; participating in ongoing training and educational programs; representing MDT at meetings and conferences; and performing a variety of other duties as directed.

-
1. ***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

Duty A: Property Management Support
Duty B: Appraisal Support

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the State to project locations, and out of State travel by airline to national conferences and meetings.

- Operating a personal computer
- Communicate in writing, in person, and over the phone
- Ability to drive long distances

MENTAL

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing

2. *Does this position supervise others?* ☐ Yes ☒ No

Number directly supervised: 0

Position Number(s) of those supervised: N/A

3. *Attach an Organizational Chart.*

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

It is desirable to have the following: Working knowledge of real estate appraisal processes; principles of negotiation and conflict management; and laws and rules pertaining to acquisition of land for public purposes. The position also requires knowledge of mapping/platting methods and procedures. (Individuals new to Right of Way who may not completely meet this qualification on Day 1 of their employment at MDT are expected to acquire this knowledge within the first year of employment.)

SKILLS:

This position requires skills and abilities in reading and interpreting technical maps, plans, and legal documents; explaining and negotiating technical and sometimes contentious issues with the public; understanding and carrying out written and verbal instructions; and maintaining effective working relationships with Bureau staff, other MDT personnel, and the public.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input checked="" type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input checked="" type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional):

One (1) year of work experience in Right of Way or an area of employment requiring communication or public contact skills involving one or more Right of Way Agent communication-related activities such as persuasion, conflict management, diplomacy, rapport-building, mediation, problem-solving, or decision-making.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

- ☒ Yes ☐ No

Alternative qualifications include:

Additional relevant education and/or experience may substitute for experience as determined by the Panel. Relevant fields of study include Business Administration, Public Administration, Real Estate, Economics, Finance, Accounting, Communication, and Engineering. Other fields of study will be considered on a case by case basis.

SECTION IV – Other Important Job Information

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee

Chief Human Resources Officer
Human Resources Division

Signature: _____ Date: _____